



UNYT is an accredited multi-ethnic, private university in Tirana, Albania, delivering American degrees, established since 2002. It strives to provide an intelligence, knowledge, skills and technology-intensive University Education that shifts efforts, intellectual assets and resources from a local to a global environment through participating and inter active learning in small classes. UNYT is an equal opportunity employer. We are accepting applications to fill the vacancy in administrative position:

LEGAL SPECIALIST IN HIGHER EDUCATION

The Legal Specialist is responsible for:

- Maintain ongoing communication and coordination with external legal counsel and law firms engaged by the University.
- Review, draft, and monitor contracts, agreements, internal regulations, and other legal documentation in compliance with applicable laws and University policies.
- Provide legal support and guidance to various University departments on contractual, administrative, and regulatory matters.
- Ensure institutional practices and procedures are updated and aligned with legal and regulatory developments.
- Draft and follow up on the incoming and outgoing official communications with various Agencies and Authorities
- Assists in following up on the legal cases in the hearings or court sessions and reports accordingly.
- Other duties related to the nature of the position.

Key Qualifications:

- Master degree in the law field;
- Previous experience 2-5 years in Law ;
- Strong organizational skills and attention to details;
- Effective communication skills in English, both written and verbal;
- Ability to work collaboratively with academic and administrative staff;
- Proficiency in standard office software and document management tools;
- Commitment to professional development and continuous learning in the area of quality assurance.

Deadline for Applications: 31 August 2026

For more information, we invite all interested candidates to visit our website www.unyt.edu.al (job vacancies section)

Application:

Qualified candidates are kindly requested to submit application through our website <https://unytold.unyt.edu.al/index.php/job-vacancies-work-with-us/#adm-pos/> or hr@unyt.edu.al the following;

1. A Letter of Application detailing key Qualifications for this position;
2. Current curriculum vitae in English language;
3. Photocopies of credentials and transcripts;

4. And the names, titles, positions, postal and e-mail addresses, phone numbers of at least two professional references

IMPORTANT NOTES:

ONLY complete applications will be considered; all documents must be sent in one message.

ONLY the interviewees will have feedback from the Human Resources office.